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| **POLICY: INTERNET & ELECTRONIC MAIL USAGE POLICY** | **EFFECTIVE DATE:**  **10/08/12** | **NO. 003/HRD/2012** |
| **RECOMMENDED BY :** | **HRD** | |
| **APPROVED BY:** |  | |

**INTERNET & ELECTRONIC MAIL USAGE POLICY**

**1.0 OBJECTIVE**

To stipulate a policy framework for ensuring all legitimate business communication needs of CDE ASIA are met and the utilization of organizational electronic communication resources is optimal.

**2.0 ELIGIBILITY:**

2.1 The Policy covers e-mail located on CDE ASIA personal computers and servers operating both as stand-alone systems and from within CDE ASIA network. This policy is applicable to all CDE ASIA employees whose access to or use of Internet and email resources is authorized by the CDE Asia, whether or not that access is during normal working hours and whether such access is from the Firm's premises or elsewhere.

**3.0 SCOPE :**

3.1 This policy covers the following aspects:

* Authorization of Usage
* E-mail Administration
* Directions for usage
* E-mail system Integrity
* Conformance

3.2 **Authorization of Usage**: Only employees and other persons duly authorized by the appropriate CDE ASIA authority will be permitted to use CDE ASIA’ electronic mail systems and resources. Removal of authorization on retirement /demise / termination / resignation / transfer of the employee is to be ensured. IT Department at CDE ASIA will be responsible for this activity.

3.3 **E-Mail Administration**:

3.3.1 ***User identification***: All authorized users will be provided with a unique user-identification (user-id.).

3.3.2 ***User password management:*** The users will be provided access to the mailing system based on their user id. and a password chosen by the user. Users should choose passwords that are difficult to guess (not a dictionary word, not a personal detail, and not a reflection of work activities). The password will not be disclosed by the user to anyone else. Doing so exposes the authorized user to responsibility for actions the other party takes with the password.

3.3.3 ***Company property***: All messages generated on or handled by electronic communication systems, including back-up copies, are considered to be the property of CDE ASIA, and are not the property of users of the electronic communication services.

***Electronic Mail Policy***

3.4 **Directions for usage**:

3.4.1 ***Purpose of use***: The use of CDE ASIA electronic mail system must be related to business needs.

3.4.2 ***Importance of e-mail***: CDE ASIA considers e-mail as an important and effective means of communication. CDE ASIA recognizes the importance of email content and speed of response in conveying a professional image and providing good customer service. The salient Do’s and Don’t’s while using E-mail are indicated at Annexure – A.

3.5 **E-Mail System Integrity:**

3.5.1 ***Monitoring of Communications***:

3.5.1(a) CDE ASIA Network is committed to respecting the rights of its employees, including their reasonable expectation of privacy. CDE ASIA will not monitor electronic mail as a routine matter but it may do so for purposes of maintaining the integrity and effective operation of the electronic mail systems;if instances of abuse of Internet access becomes more prevalent , more active monitoring will be done.

3.5.1(b) Inspection and Disclosure of Communication: CDE ASIA reserves the right to inspect and disclose the contents of electronic mail in the course of an investigation triggered by indications of misconduct or misuse.

3.5.1(c) The IT department may install filters to block access to inappropriate Internet sites. However, the fact that access to a particular site is not blocked does not necessarily mean that it is an appropriate site. Employees are expected to use common sense when they use the Office Internet or e-mail facilities.

3.5.1(d) *Message forwarding*: Recognizing that some information is intended for specific individuals and may not be appropriate for general distribution, electronic communications users should exercise caution when forwarding message. CDE ASIA sensitive information must not be forwarded to any party outside CDE ASIA without the prior approval of the Head of the Department.

3.6 **Conformance**: Potential violations of this Policy may result in suspension of the User's access to the CDE ASIA ‘s Internet and email resources, followed by Domestic Inquiry by HRD.

Violations of this Policy may subject Users to the loss of Internet and email privileges and may result in disciplinary action, including termination.

**4.0 INTERNET USE GUIDELINES:**

The internet system is provided by the company for employees to facilitate the performance of company work and their contents are the property of **CDE ASIA Ltd.**

Limited Personal use of internet by employees is allowable but should not interfere with or conflict with business use. Employees should exercise good judgment regarding the reasonableness of personal misuse. The impact is definitely negative, as this lowers employees’ productivity and the company incurs costs associated with wasted time.

However, Employees are not expected to indulge in use of Internet for playing games, downloading questionable software, online shopping, conducting personal business online, checking sports, stories or gambling.

Other red flag areas include but are not limited to:

Sending of offensive messages, sending pornographic mails or mails promoting one’s religion ,political activity , visiting of pornographic sites( upload or download pornographic material, that is, writings, picture, films, video clips of a sexually explicit or arousing nature),copyright violations; uploading any official document ,information or picture that belongs to CDE Asia etc.

The company has designed software for monitoring the misuse of internet and management reserves the right to retrieve the contents for legitimate reasons, such as to find lost messages or to comply with investigations of wrongful acts.

Violation of above mentioned guidelines /any action that may expose the Company to risks of unauthorized access to data ,disclosure of information, legal liability, or potential system failure is prohibited and may result in disciplinary action up to and including termination of employment and/or criminal prosecution.

**Annexure – A: Email Usage Guidelines:**

***Do’s:***

* Write well-structured mails. Always include a short and descriptive subject heading
* Start your e-mail with ‘Hi’, ‘Hello’ or ‘Dear’, and the name of the person.
* End the message with “Warm Regards’ or ‘Regards’.
* Use spell checker before you send out an email.
* Include your name in signature. Job title, company name and other Contact details .
* Compress attachments wherever possible.
* Do not send unnecessary attachments.
* If you forward mails, state clearly what action you expect the recipient to do.
* Only mark emails as important / priority if they really are important / priority.

***Don’t’s:***

* Do not write emails in capitals.
* Do not subscribe to a newsletter or news group without prior permission from your supervisor.
* Do not use the electronic mail resources for personal monetary gain or for commercial purposes that are not directly related to CDE ASIA business.
* Do not use electronic mail to harass or intimidate others or to interfere with the ability of others to Conduct CDE ASIA business.
* Do not indulge in “spoofing”. i.e., constructing an electronic mail communication such that it appears to be from someone else.
* Do not indulge in “Snooping”, i.e., obtaining access to the files or electronic mail of others.
* Do not attempt unauthorized access to electronic mail or breaching the security measures on any electronic mail system.
* Do not send mail addressed to all employees unless authorized by your HOD / without consulting your Head of the Department.
* Do not make or post indecent remarks, proposals or materials.
* Do not reveal or publicize confidential or proprietary information which includes, but is not limited to: financial information, new business and product ideas, marketing strategies and plans, databases and the information contained therein, customer lists, technical product information, computer/network access codes and business relationships.
* Do not use mail systems for charitable endeavors, private business activities, amusement / entertainment purposes unless expressly approved by CDE ASIA.
* Do not forward MP3, Irrelevant JPEG or other image files.
* Download entertainment software /games, or play games .
* Download images, audio files or video files unless there is an explicit business-related

use for the material.

* Do not send mass greeting cards.
* Do not forward e-mail to multiple addresses unless it serves genuine business purposes.
* If you find yourself connected unintentionally to a site that contains sexually explicit or

other offensive material, you must disconnect from that site immediately.

User's acknowledgement

I acknowledge that I have read, understand and agree to comply with this Internet and Email Usage Policy as set forth above. I understand that failure to comply with this policy may result in disciplinary action, including termination.

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| Name |  | Date |

*Note :Please* ***SIGN*** *this acknowledgement and* ***RETURN*** *it to the HR Department for placement in your personnel file.*